

2025

North Carolina FFA

State Parliamentary Procedure

Career Development Event



Directions: You will be given a scantron form to use with this test. Please **do not** make any marks on this paper. Place answers on the accompanying scantron form according to the directions provided by the event superintendent. Darken the letter for each number on the scantron form that most correctly identifies the correct answer for the question. For example, if you believe the correct answer for question 1 is B, you darken the dashed rectangle area corresponding to B on the scantron form for number 1. Keep all marks on the scantron form within the dashed rectangle for each letter. Read each question carefully and choose the most correct answer. **Please do not forget to put your name, chapter name, and ID number on the scantron form.** Good luck!

1. Under what circumstances is the motion to Rescind NOT in order?
 - a) When the original motion has been partially carried out.
 - b) When the original motion created an immediate, tangible obligation.
 - c) When the original motion is no longer relevant.
 - d) Both a and b.

2. If a motion to Withdraw is made by another member (not the mover), what is the appropriate classification of this motion?
 - a) An incidental motion, requiring a second and a majority vote.
 - b) A privileged motion, not debatable or amendable.
 - c) A subsidiary motion, debatable and amendable.
 - d) A main motion, requiring a two-thirds vote.

3. A member moves the Previous Question on "all pending questions." At the time this motion is made, the assembly is debating a main motion, an amendment to the main motion, and an amendment to the amendment. If the Previous Question is adopted, which questions will be brought to an immediate vote in their proper order?
 - a) Only the amendment to the amendment.
 - b) The amendment to the amendment, followed by the first amendment, then the main motion.
 - c) Only the main motion.
 - d) The motion for the Previous Question fails, as it cannot be applied to multiple questions.

4. How does the chair typically respond to a Parliamentary Inquiry?
 - a) By putting the question to a vote of the assembly.
 - b) By directing the member to consult the parliamentarian.
 - c) By providing the requested information or ruling, which is not subject to appeal.
 - d) By declining to answer if the question is deemed irrelevant.

5. To what types of rules can the motion to Suspend the Rules generally *not* be applied?
 - a) Rules of order contained in the adopted parliamentary authority (e.g., *Robert's Rules of Order*).
 - b) Rules that embody principles of parliamentary law, such as allowing a member to speak more than twice on the same question.
 - c) Bylaws or fundamental rules of the organization.
 - d) Both b and c.

6. A motion to Take from the Table is moved and seconded. Before a vote can be taken, a Point of Order is raised, claiming that a motion of higher precedence is pending. Which of the following is the correct ruling by the chair?
 - a) The Point of Order is well taken, as motions to Take from the Table always yield to privileged motions.
 - b) The Point of Order is not well taken, as the motion to Take from the Table is an undebatable motion that yields to nothing.
 - c) The Point of Order is not well taken, as the motion to Take from the Table has the highest precedence of all subsidiary motions.
 - d) The Point of Order is well taken if the higher precedence motion is a main motion, but not if it's a privileged motion.

7. A motion to Reconsider the vote on a main motion that was adopted is made and seconded. Before the motion to Reconsider can be voted on, a motion to Lay on the Table is moved and adopted. What is the effect of laying the motion to Reconsider on the table?
 - a) The motion to Reconsider is suppressed, and the original main motion remains adopted.
 - b) Both the motion to Reconsider and the original main motion are laid on the table.
 - c) The motion to Reconsider is temporarily postponed, and can be taken from the table later, but the original main motion remains adopted in the interim.
 - d) The effect is to lay the original main motion on the table, thus suppressing it.

8. When a motion to Refer to a Committee is adopted, and the committee is given specific instructions, what is the nature of these instructions?
 - a) They are merely suggestions for the committee to consider, not binding directives.
 - b) They are binding directives to the committee, but the committee may disregard them if they find them impractical.
 - c) They are binding directives to the committee, and the committee must adhere to them unless the assembly modifies them.
 - d) Instructions are only given to standing committees, not special committees.

9. The unqualified motion to Adjourn is one of the highest-ranking privileged motions. However, under specific circumstances, what takes precedence over it?
 - a) A main motion to reconsider the action on a motion
 - b) A Point of Order if it relates to a breach of decorum occurring at that moment.
 - c) A motion to Lay on the Table.
 - d) An appeal from the decision of the chair.

10. A motion to Lay on the Table is made regarding a pending main motion. Immediately after it is seconded, a member moves to Amend the motion to Lay on the Table by adding "until the next regular meeting." What is the correct ruling by the chair?
- The amendment is in order, as the motion to Lay on the Table is amendable regarding time.
 - The amendment is out of order because the motion to Lay on the Table is unamendable.
 - The amendment is out of order because it transforms Lay on the Table into Postpone Definitely.
 - The amendment is in order, but it makes the motion to Lay on the Table debatable.
11. A member raises a Point of Order, alleging that the presiding officer is consistently misinterpreting the rules of debate. What is the *most appropriate* action for the chair to take immediately after the Point of Order is stated?
- Call for a vote of the assembly to decide the point.
 - Immediately rule on the point, as it is solely within the chair's authority.
 - Ask the member to state the rule or practice that has been violated.
 - Allow brief debate on the point before making a ruling.
12. Which of the following statements is TRUE regarding the motion/call for a Division of the Assembly?
- It requires a second and is debatable.
 - It does not require a second and is undebatable.
 - It requires a second but is undebatable.
 - It is debatable but does not require a second.
13. A motion to Amend is pending. A member wishes to speak against the proposed amendment. How does the scope of debate on a pending amendment differ from debate on the main motion?
- Debate on the amendment is limited strictly to the merits of the amendment itself, without reference to the main motion.
 - Debate on the amendment can go into the merits of the main motion only as they relate to the proposed change.
 - Debate on the amendment is broader than debate on the main motion, allowing for discussion of all potential alternatives.
 - Debate on the amendment is identical in scope to debate on the main motion.
14. When can the motion to Refer to a committee be made?
- Only when no other motion is pending.
 - When a main motion is pending, but only before any amendments are offered.
 - While a main motion or a primary amendment is pending.
 - At any time, as it is a privileged motion.

15. A member made a motion that was adopted by a vote of 15 ayes to 10 noes. Which of the following members is eligible to move to Reconsider this vote?
- a) Any member who was present at the time the vote was taken.
 - b) A member who voted in the affirmative (aye).
 - c) A member who voted in the negative (no).
 - d) A member who abstained from voting.
16. A motion to Suspend the Rules is offered to allow an item of business to be taken out of its regular order on the agenda. Which of the following statements is TRUE regarding this motion?
- a) It is debatable as to the reason for suspending the rules.
 - b) It is amendable to specify which rules are to be suspended.
 - c) It is undebatable and unamendable.
 - d) It requires a simple majority vote for adoption.
17. When declaring the result of a vote, which of the following is an *essential* element of the presiding officer's announcement for a voice vote?
- a) The exact numerical count of "ayes" and "noes."
 - b) The number of abstentions.
 - c) The statement of which side has prevailed, and that the motion is adopted or lost.
 - d) The names of all members who voted on the prevailing side.
18. When an assembly receives a report from a committee, what is the assembly's inherent power and responsibility concerning the committee's recommendations?
- a) The assembly must adopt the recommendations as presented, or reject the entire report.
 - b) The assembly can only amend the recommendations if the committee grants permission.
 - c) The assembly has the power to adopt, reject, amend, or refer back any recommendation from the committee.
 - d) The assembly has no power over the recommendations; it only hears the report.
19. When the President assigns a task or a committee to a member, what is the President's corresponding duty to ensure the task is completed effectively?
- a) To personally perform the task if the member fails to do so.
 - b) To offer guidance and support to the member or committee, acting as an ex-officio member if applicable.
 - c) To remain completely detached, allowing the member or committee full autonomy.
 - d) To publicly chastise the member or committee if deadlines are missed.

20. In the absence of any specific bylaw stating otherwise, which officer is typically responsible for preparing the agenda for a regular meeting?
- The President.
 - The Secretary.
 - The Parliamentarian.
 - The Board of Directors.
21. What is a key responsibility of the Secretary regarding motions made and seconded, even if they are ruled out of order by the chair?
- The Secretary is only obligated to record motions that are adopted.
 - The Secretary must record all main motions, whether in order or not, along with their disposition.
 - The Secretary should only record motions that are debated.
 - The Secretary has discretion to omit motions deemed frivolous or out of order.
22. A motion requires a two-thirds vote for adoption. On a rising vote, the chair counts 30 ayes and 16 noes. What is the correct announcement of the result?
- "The ayes have it, and the motion is adopted."
 - "The noes have it, and the motion is lost."
 - "The motion is adopted, as 30 is more than two-thirds of 46."
 - "The motion is lost, as 30 is less than two-thirds of 46."
23. During a counted vote (e.g., by rising or show of hands), a member wishes to change their vote *after* the chair has begun counting but *before* the count is announced. What is the correct procedure?
- The member cannot change their vote once the count has begun.
 - The member may change their vote at any time before the result is announced.
 - The member may change their vote only with the unanimous consent of the assembly.
 - The member must make a motion to "Change Vote," which requires a majority vote.
24. An organization's bylaws state that a certain type of special motion requires a "majority vote of the entire membership." At a meeting with 50 members present, out of a total membership of 100, how many affirmative votes are required to adopt this motion?
- 26.
 - 34.
 - 51.
 - 67.

25. A meeting is called to order, and the chair states that a quorum is present. During the meeting, more members arrive, increasing the total number present beyond the initial quorum count. How does this affect the quorum requirement?
- a) The quorum is fixed at the number present when the meeting opened, regardless of later arrivals.
 - b) The quorum adjusts upwards to reflect the highest number of members present at any point.
 - c) The quorum remains the number specified in the bylaws; the presence of more members doesn't change the *minimum*.
 - d) The meeting must take a new roll call to re-establish the quorum.

Answer Key

1. **d) Both a and b.** (Pages 310-311)
2. **a) An incidental motion, requiring a second and a majority vote.** (Page 296)
3. **b) The amendment to the amendment, followed by the first amendment, then the main motion.** (Page 335)
4. **c) By providing the requested information or ruling, which is not subject to appeal.** (Page 302)
5. **d) Both b and c.** (Pages 270-271)
6. **b) The Point of Order is not well taken, as the motion to Take from the Table is an undebatable motion that yields to nothing.** (Page 306)
7. **d) The effect is to lay the original main motion on the table, thus suppressing it.** (Page 323, 347-348)
8. **c) They are binding directives to the committee, and the committee must adhere to them unless the assembly modifies them.** (Page 288)
9. **b) A Point of Order if it relates to a breach of decorum occurring at that moment.** (Page 246)
10. **b) The amendment is out of order because the motion to Lay on the Table is unamendable.** (Page 238)
11. **b) Immediately rule on the point, as it is solely within the chair's authority.** (Page 250)
12. **b) It does not require a second and is undebatable.** (Page 46)
13. **b) Debate on the amendment can go into the merits of the main motion only as they relate to the proposed change.** (Page 168)
14. **c) While a main motion or a primary amendment is pending.** (Page 288)
15. **b) A member who voted in the affirmative (aye).** (Page 318)
16. **c) It is undebatable and unamendable.** (Page 272)
17. **c) The statement of which side has prevailed, and that the motion is adopted or lost.** (Page 45)
18. **c) The assembly has the power to adopt, reject, amend, or refer back any recommendation from the committee.** (Page 501)
19. **b) To offer guidance and support to the member or committee, acting as an ex-officio member if applicable.** (Page 403)
20. **a) The President.** (Page 402)
21. **b) The Secretary must record all main motions, whether in order or not, along with their disposition.** (Page 453)
22. **b) "The noes have it, and the motion is lost."** (Page 40)
23. **b) The member may change their vote at any time before the result is announced.** (Page 46)
24. **c) 51.** (Page 40)
25. **c) The quorum remains the number specified in the bylaws; the presence of more members doesn't change the *minimum*.** (Page 346)